



New: 8/19/2020 Submitted: 8/18/2020

JOB TITLE:	EXECUTIVE ADMINISTRATOR ESL / ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
DIVISION:	ACADEMIC SUPPORT
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership to assist principals, school leadership, and district teams in the implementation of effective academic programs, specializing in ESL, and related support programs. Assists the Assistant Superintendent of Academic Support Programs and Special Populations in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides leadership to principals and school staffs in developing systems and structures that support an inclusive model for English Language Learners
Provides leadership to principals and school staffs to support an effective MTSS system that supports the needs of English Language Learners
Focuses on using multiple sources of data to assist principals in determining ESL and support strategies to promote student success
Identifies professional development needs based on data indicating schools' needs
Provides leadership to principals and school staffs to help develop systems that engage and support ESL families
Provides leadership to ESL staff to support and engage families during the intake process
Acts as liaison for community partnerships
Develops the operating budget for the ESL division and assures that all functions operate within the appropriated amounts
Works closely with the Assistant Superintendent of Academic Support Programs and Special Populations to support all aspects of the work of each division within the Academic Support Programs department
Cooperates and coordinates with other organizational divisions and principals to implement common goals and objectives
Provides leadership in working with principals and school staffs in planning and implementing District, state and federal guidelines, policies and procedures
Identifies recurring obstacles to student success and collaborates with school leadership to address these obstacles with particular attention to the achievement gap
Assumes effective implementation of District goals and objectives where applicable

Ensures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures relating to instructional programs
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or higher with Kentucky Certification in Administration (Principal Certification)
Endorsement for Teaching English as a Second Language, all grades
Five (5) years of successful administrative experience
Three (3) years of successful experience as a teacher
Experience in the evaluation of classroom teachers
Experience leading diverse groups of people
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience as a Principal of a school with ESL program
Leadership experience in implementing programs in a school district
Experience in a diverse workplace